



OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

June 8, 1977

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ILLEGIB

MEMORANDUM TO HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: Attendance at Policy Briefings

As previously indicated in a memorandum of April 11, 1977, the President has approved the conducting of briefings for new policy executives. The U.S. Civil Service Commission, Office of Management and Budget, and the Presidential Personnel Office have designed a two-day program: 1) to aid the new executives to begin their jobs with maximum understanding of current Administration policies, especially as they relate to the Executive Office, Congress, and the media; and 2) to make them feel a part of this Administration's team.

The briefings are directed to the new policy executive in the Executive Levels II-V. While we initially invited Presidential appointees only, we want to stress that Secretarial as well as Presidential appointees are welcome. In short, you may choose to send any Executive Level or supergrade noncareer official with substantial managerial responsibility who might benefit from these programs. We urge you to communicate to your new policy executives the importance of this effort and encourage them to participate fully in the program.

The remaining sessions are scheduled for June 24 and 25; and July 8 and 9. Please let Thomas Garcia, General Management Training Center, U.S. Civil Service Commission (632-5662), know which officials will be coming on which dates.

Sincerely,

Bert Lance  
Director, Office of  
Management and Budget

EXECUTIVE REGISTRY FILE

Alan K. Campbell  
Chairman, U.S. Civil

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# EXECUTIVE SECRETARIAT

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Remarks:

TO 2: FOR YOUR ACTION, PER OUR  
DISCUSSION OF 18 JUN.

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THE WHITE HOUSE  
WASHINGTON

April 11, 1977

MEMORANDUM FOR THE HEADS OF  
EXECUTIVE DEPARTMENTS AND AGENCIES

I am concerned that Presidential appointees and other key policy executives receive authoritative briefings as soon as possible on those major laws and policies which affect the way in which they do their jobs. Illustratively, they need to know about budgetary and civil service laws, our policies on ethics and conflict-of-interest, the privacy and freedom of information acts, and similar statutes. They also need to be thoroughly acquainted with our policies in working with Congress and the media.

I have asked the U.S. Civil Service Commission, the Office of Management and Budget and the Presidential Personnel Office to develop a series of briefings for this purpose. You will soon be receiving from the Chairman of the Civil Service Commission a schedule of briefing meetings together with a request that you designate those individuals you wish to participate in each session. I have asked that these meetings be scheduled outside the regular working day so that it will be possible to have the full participation of your associates in this program. There is, in my judgment, nothing more important to successful government operations than having a well-informed leadership.

*Jimmy Carter*

*White House*

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9	GC		X		
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SUSPENSE		Date			

Remarks: To 6 & 12: Presume advice from CSC, OMB, and Presidential Personnel Office will be addressed to DCI and I can consult and assign action as appropriate. If received via your channels, please let me know.

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*Jimmy Carter*

*there are  
6 standard letters  
to me right before*

*White House*

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SUSPENSE

Date

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Executive Secretary  
14 April 1977